



REQUEST FOR CERTIFICATE OF OCCUPANCY INFORMATION BULLETIN NO. 165

March 7, 2013

City Planning & Development - Development Services

City of Kansas City, Missouri

www.kcmo.gov/planning

Please submit this request to our Permit Records Supervisor on the 14th Floor, City Hall, 414 E. 12th Street, Kansas City, MO, 64106. Fax number (816) 513-1536. Please note that fees may apply. For questions, you may call (816) 513-1500.

REQUEST FOR CERTIFICATE OF OCCUPANCY

ADDRESS: _____

SUITE NUMBER (or story where located): _____

TENANT BUSINESS NAME: _____

TYPE OF USE (e.g. restaurant, office, etc): _____

NAMES of business(es) previously in this space and approximate dates:

So that we may best handle your request, please answer all questions below to indicate the reason for your request.

YES NO

- ☐ ☐ New building or building addition?
☐ ☐ The existing space has been renovated?
☐ ☐ The use of an existing space has changed (e.g. office to retail store)?

PRIOR USE: _____

- ☐ ☐ An existing use has expanded into additional space?
☐ ☐ Other? DESCRIBE: _____

I certify that all information provided above is accurate to the best of my knowledge.

Name: _____

Phone: _____ email: _____

Signature: _____ Date: _____